



## Department Responsibilities

# PAYROLL PROCESSING Monthly Checklist

College/Unit \_\_\_\_\_ Org \_\_\_\_\_

Pay Period # \_\_\_\_\_ Pay Period Ending Date \_\_\_\_\_

Timekeeping data entry deadline \_\_\_\_\_

Checklist (Processing deadline calendars: <a href="http://www.ctr.ohio-state.edu/pay/pay-calendars.shtm">www.ctr.ohio-state.edu/pay/pay-calendars.shtm</a> )	Date Completed	Initials
<b>Section I: Job Data Actions and Additional Pay</b>		
1. All required Job Data actions have been entered into the HR System:		
<input type="checkbox"/> Hires <input type="checkbox"/> Position Changes <input type="checkbox"/> Rehires <input type="checkbox"/> JED Changes <input type="checkbox"/> Terminations <input type="checkbox"/> Pay Rate Changes <input type="checkbox"/> Transfers <input type="checkbox"/> Leave Payouts		
2. All required Additional Pay Actions have been entered into the HR System.		
<b>Section II: Timekeeping Entry</b>		
1. All "Application for Leave" forms for the pay period have been received and approved by the supervisors.		
2. Exception time for all active employees has been entered and verified prior to the pay period deadline.		
3. Required corrections to leave balances have been entered into the HR System.		
4. "High Exceptions" timekeeping exceptions have been reviewed and resolved using the Managing Exceptions pages.		
<b>Section III: Approval/Validation</b>		
1. The Job Data Activity Report (HRB310) has been reviewed and verified for accuracy and appropriate approval. Any identified errors have been resolved.		
2. The Additional Pay Activity Report (HRB160) has been reviewed for accuracy and appropriate approval and entries have been approved in the HR System.		
3. Leave forms have been matched with exception time entered for the period.		
4. Period timekeeping has been approved in the HR System.		
5. The "Check/Advice Distribution Report" – PAY364OS has been reviewed for accuracy and any discrepancies reported to Payroll.		
6. Status of Leave Reports (HRB730) has been run and verified as correct and/or corrections identified for entry during next pay period.		
<b>Section IV: Reconciliation</b>		
1. Payroll Certifications have been completed for all employees		
2. All payroll expenditures (HRB110, HRB120 and HRB130, HRB140, Schedule 4) have been reconciled to the GL.		
3. Leave forms and other payroll documentation have been retained per policy.		



# BSC Responsibilities

# PAYROLL PROCESSING Monthly Checklist

College/Unit \_\_\_\_\_ Org \_\_\_\_\_

Pay Period # \_\_\_\_\_ Pay Period Ending Date \_\_\_\_\_

Timekeeping data entry deadline \_\_\_\_\_

Checklist (Processing deadline calendars: <a href="http://www.ctlr.ohio-state.edu/pay/pay-calendars.shtm">www.ctlr.ohio-state.edu/pay/pay-calendars.shtm</a> )	Date Completed	Initials
<b>Section I: Job Data Actions and Additional Pay</b>		
1. All required Job Data actions have been entered into the HR System:		
<input type="checkbox"/> Hires <input type="checkbox"/> Position Changes <input type="checkbox"/> Rehires <input type="checkbox"/> JED Changes <input type="checkbox"/> Terminations <input type="checkbox"/> Pay Rate Changes <input type="checkbox"/> Transfers <input type="checkbox"/> Leave Payouts		
2. All required Additional Pay Actions have been entered into the HR System.		
<b>Section II: Timekeeping Entry</b>		
1. All "Application for Leave" forms for the pay period have been received and approved by the supervisors.		
2. Exception time for all active employees has been entered and verified prior to the pay period deadline.		
3. Required corrections to leave balances have been entered into the HR System.		
4. "High Exceptions" timekeeping exceptions have been reviewed and resolved using the Managing Exceptions pages.		
<b>Section III: Approval/Validation</b>		
1. The Job Data Activity Report (HRB310) has been reviewed and verified for accuracy and appropriate approval. Any identified errors have been resolved.		
2. The Additional Pay Activity Report (HRB160) has been reviewed for accuracy and appropriate approval and entries have been approved in the HR System.		
3. Leave forms have been matched with exception time entered for the period.		
4. Period timekeeping has been approved in the HR System.		
5. The "Check/Advice Distribution Report" – PAY364OS has been reviewed for accuracy and any discrepancies reported to Payroll.		
6. Status of Leave Reports (HRB730) has been run and verified as correct and/or corrections identified for entry during next pay period.		
<b>Section IV: Reconciliation</b>		
1. Payroll Certifications have been completed for all employees		
2. All payroll expenditures (HRB110, HRB120 and HRB130, HRB140, Schedule 4) have been reconciled to the GL.		
3. Leave forms and other payroll documentation have been retained per policy.		